FENSTANTON & HILTON PRIMARY SCHOOL

**REQUEST FOR LEAVE OF ABSENCE**

Regulations have been introduced for **September 2024** regarding parental applications for leave of absence.

New legislation states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. If leave of absence for exceptional circumstances has been denied and you take the child out of school, you may be subject to a Penalty Notice or face prosecution in court.

If a pupil takes unauthorised term time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a penalty notice. The fine for a penalty notice is increasing - to £80 per parent, per child. This increases to £160 if paid after 21 days but within 28 days for pupils who are of statutory school age. Children under 5yrs old will also be marked as unauthorised, but will not be subject to a penalty notice.

If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent. For second offences of unauthorised term time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child. For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996. These fines will apply to term time leave taken from September 2024. Previous penalty notices from the last 3 years will be taken into account when a period of term time leave is taken from September 2024. Therefore, if parents have already received one penalty notice in the last three years, they will get a fine of £160 per parent per child for their next one. If they have received two or more in the last three years, they should expect to be referred for prosecution.

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| **LEAVE OF ABSENCE REQUEST - to be completed by the Parent/Carer** | | | | | | | | | | |
| CHILD’S NAME |  | | | | | CHILD’S CLASS & YR | |  | | |
| DATE FROM |  | | DATE TO | |  | NO. SCHOOL DAYS REQ’D | | |  | |
| **REASON FOR APPLICATION**  Please give details below of why you need to apply for leave of absence for your child (please use separate forms for each child) | | | | | | | | | | |
| I understand that leave of absence will only be granted in **exceptional** circumstances. Should this not be authorised and if I take my child/children out of school without authorisation, I am aware that I may be liable to a Penalty Notice, as stated above. **Absence will not be authorised without your signature.**  Signature of parent/carer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| **HEADTEACHER’S RESPONSE to be completed by the Headteacher** | | | | | | | | | | |
| AUTHORISED | |  | | UNAUTHORISED | | |  | CODE | |  |
| Signature of Headteacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |

**B – Approved Educational Activity C - Other Authorised Absence G - Holiday Not Authorised**

**M - Medical O - Unauthorised Absence** *(incl. children under 5yrs)*

**R - Religious Observance V - Educational Visit or Trip P - Approved Sporting Activity**

***THIS FORM WILL BE RETURNED TO YOU WHEN THE HEADTEACHER’S RESPONSE HAS BEEN MADE***